

Weekly Update

August 25, 2015

Subject: Three Sections of the New PR217 Creating and Managing Purchase Orders Class Announced

Audience: Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

The SCEIS Training Team is pleased to offer three sections of the two-day class, PR217 Creating and Managing Purchase Orders. This new class offers a strong foundation for SCEIS buyers, especially those who are new to the buyer role or new to SCEIS, or who feel they may have gaps in their understanding of the SCEIS procurement system.

Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

NOTE: PR217 Creating and Managing Purchase Orders is a new class. PR215 SCEIS Purchasing Process has been discontinued. All applicable process-driven training activities are included in PR217. *If you were already enrolled in PR215 Purchasing Process, you are now enrolled in PR217 Creating and Managing POs, on the same dates. No further action is needed on your part.*

PR217 - Class Information

Class ID/Title: PR217 - Creating and Managing Purchase Orders

Description: This instructor-led class offers a strong foundation for SCEIS buyers, especially those who are new to the buyer role or new to SCEIS, or who feel they may have gaps in their understanding of the SCEIS procurement system. This class will cover the following:

- the SCEIS procurement system - Supplier Relationship Management (SRM);
- the relationship between SRM and the SCEIS core system - Enterprise Central Component (ECC);
- the creation, editing, approval, workflow and management of procurement documents;
- the secured tools available to procurement buyers;
- key terms such as master data, purchasing document types, and contract values;
- key concepts such as
 - validating a shopping cart prior to perform sourcing,
 - creating contract and non-contract-based purchase orders,
 - making changes before versus after a purchase order is “ordered”,
 - follow-on documents,
 - adding attachments, notes, terms, and conditions to purchase orders, and
 - closing a purchase order;
- SRM and managing the relationship between vendors, GL accounts, NIGP codes and product categories; and
- understanding SRM messages and resolving errors.

This class will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information, and systems available for successful purchasing.

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Target Audience: Buyers who create purchase orders

Pre-requisites: SCEIS buyer role is required. An understanding of the SC Procurement Code and Regulations is required. An understanding of the Policy for Use of Purchasing/Payment Document Types issued by the Comptroller General's Office is required. If a buyer's job requires the creation of RFxs and contracts, those who complete this class might consider taking PR235 Bidding Process followed by PR250 Contract Management, in that order.

PR217 - Section 03 – Summer/Fall 2015 Details - FILLED

Class Date: Wednesday and Thursday, September 16-17, 2015

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

PR217 - Section 04 – Summer/Fall 2015 Details - FILLED

Class Date: Wednesday and Thursday, October 21-22, 2015

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

PR217 - Section 05 – Summer/Fall 2015 Details - New Section!

Class Date: Monday and Tuesday, November 2-3, 2015

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/NMN3L9Y>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.